

## Section Seven

### Research Requirements Specific to Madonna University

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In addition to the information provided in the Guidelines for Academic Department-Specific Research Development found in this Research Guide, graduate students should adhere to the following requirements. Exceptions may be made for capstone project or research project to be submitted to a journal for publication.

Title The title page is designed in standard form (see sample). Incorporated into the title itself are the names of the key variables under study. Running Head is required for the project and practicum, if required by the targeted journal, but not the thesis.

Approval The approval page is designed in standard form (see sample). After the manuscript has been typed and carefully proofread, it is submitted to the research advisor and reader (if applicable) or Capstone Project Committee who will evaluate the manuscript and signify approval of its content by signing the approval page. After advisor approval has been secured, **but before having official copies made**, the student brings a "perfect" copy of the manuscript to the Dean of The Graduate School for a final format check. Each page adheres to the specification published in the Research Guide. No exceptions are made. Deviations from the published guidelines will result in the student being obligated to revise the unacceptable materials. The Dean of The Graduate School signs the approval page of the manuscript, thus indicating format approval and confirmation of HSRC review (if applicable). In order to be considered for graduation during a particular semester, revisions must be completed and all required documents submitted to The Graduate School **4 weeks before the last day of the semester**.

Copyright Copyright statement (thesis) is designed in standard form (see sample).

Abstract An abstract limited to a 150 word summary in a single paragraph form containing the following information (in sequential order) is required of all students.

- Problem statement
- Conceptual or theoretical framework (optional)
- Methodology including description of setting and subjects, instrument, and data analysis procedures
- Major findings
- Major conclusions and implications (see sample).

Acknowledgments Student may wish to acknowledge certain people who have provided

special assistance or support, such as advisor and family.

<u>Table of Contents</u>	Table of contents is designed in standard form. For thesis, list chapter titles and major headings. Upper and lower case lettering should be consistent with that used in the body of the text (see sample).
<u>List of Tables</u>	List table number, title, and page number for each table. Follow <u>APA Manual</u> for acceptable heading style (see sample).
<u>List of Figures</u>	List figure number, title, and page number for each figure. Follow <u>APA Manual</u> for acceptable heading style (see sample).
<u>Appendixes</u>	Letters of permission, instruments, detailed data sheets, and other such miscellaneous materials may be included here. Make reference to each appendix separately, in the order which they appear in the manuscript. Appendix A, Appendix B, and so forth. Use upper and lowercase letters. <u>Underline</u> and <u>center</u> the title of each appendix but do <u>not</u> underline the word "Appendix" at top of page. Shrink material in appendixes to fit within margin as long as it is still readable.
References	Use <u>APA Manual</u> for rules and examples of proper format. The list includes <u>all</u> references used in the body of the paper. (Note: projects and practica should follow the information to authors for the journal that the completed manuscript will be submitted.)
<u>Autobiography</u>	A one paragraph description of the author's <u>professional</u> portfolio is given here. (Optional)

The actual writing of the manuscript should address the following:

<u>Style</u>	The 2010 <u>Publication Manual of the American Psychological Association</u> (APA) serves as standard reference for the preparation of thesis manuscripts written by graduate students of Madonna University.
<u>Paper</u>	High quality, heavy (24 lb or more), white bonded paper, 8 ½ by 11 inches in size. Projects to be bound should also use 24 lb paper.

<u>Margins</u>	For <u>thesis</u> : 1 1/2 inch left margin. 1 inch for top, bottom, and right margins (see sample). For <u>project or practicum</u> : Follow journal guidelines. Do not adjust spacing between words to make all lines the same length. (See <u>APA Manual</u> .) All tables and figures must conform to margin requirements. Photocopy reductions are to be used as indicated. (See <u>APA Manual</u> .)
<u>Type</u>	Font size should be 12 point. Letter quality printing only. Type must be dark, clear, and readable. Type form made up of dot matrix (via word processor) is unacceptable.
<u>Corrections</u>	Strikeovers, use of correction fluid or paste-on correction tape are unacceptable. Any erasures must be clean and complete.
<u>Spacing</u>	Double spacing is required throughout most of the manuscript; single spacing may be used in tables and references in the thesis to improve readability (see <u>APA Manual</u> ). In thesis, quadruple spacing should be used after chapter titles, <u>before</u> major subheadings, <u>before</u> footnotes, and <u>before</u> and <u>after</u> tables or figures in the text (see <u>APA Manual</u> ).
<u>Tables/Figures</u>	Tables in thesis should be consistent in terms of headings and format according to APA rules (see <u>APA Manual</u> ). Single spacing is allowed within the Tables in the thesis (see <u>APA</u> ), but quadruple space before and after each Table. Try to keep each table on one page. Underline table titles. For the <u>thesis</u> , tables and figures that are discussed in narrative appear in the text; others, especially lengthy ones, appear in appendix. For the <u>project or practicum</u> , tables are placed after the references with indicators for placement in the text according to <u>APA Manual</u> . Figures should be consistent in type for all labeling of contents, neat in appearance, and adhere to margin specifications. Figure captions are placed at bottom of figure not top (see <u>APA Manual</u> ). Bar graphs must appear with an even distribution of blackness. Do not use color graphs. "Jagged" appearance of a straight line is unacceptable. Letters of permission for reproduced figures/diagrams/tables must be obtained and placed in an appendix. Note the permission at bottom of figure/diagram/table (see samples).

Pagination All pages are to be numbered, except for the first page which is the title page. For introductory materials (approval page, copyright, abstract, acknowledgments, tables of contents, list of tables, list of figures) type lower case Roman numerals (ii, iii) at center, bottom of page. Thereafter, place Arabic numbers (1, 2, 3) at upper right hand of page inside the margin (**see sample, Section 5**). Each page throughout text is numbered consecutively.

Running Head Running head is used with the project and practicum, not the thesis. The running head is an abbreviated title used in the upper right hand corner of each page. It should be a maximum of 50 characters and spaces. See APA Manual.

Indentation Indent the first line of every paragraph one tab setting (5-7 spaces). Refer to APA Manual for proper use of indentation for abstract, block quotations, titles, headings, reference list, tables, notes, figures, and captions.

Upper/Lower Case Use all upper case for title of manuscript and chapter identification (thesis). Use a combination of upper case and lower case for chapter titles, and headings to follow. See APA manual for correct use of headings (**see sample**).

Proofreading It is the responsibility of the student to carefully proofread and correct the final form before it is delivered to the research advisor.

Answers to questions that arise with respect to the processing of completed manuscripts are addressed as follows:

Printing Letter quality printing is required. Laser printing is preferred.

Photocopy Two perfect, unbound copies of the thesis or capstone project, as stipulated in the Research Guide, are to be submitted to The Graduate School 4 weeks before the last day of the semester of graduation. These copies shall be flawless versions of the original.

If the student is in doubt about the photocopying process, a sample should be brought to the Graduate School for checking before having the entire thesis copied. Remember, some expansion occurs with the photocopying process.

One copy of the research project or practicum is submitted to the Research Advisor, one copy to the Department/ College or School.

Deadline for manuscript completion is 4 weeks before last day of the semester. It is the student's responsibility to obtain approval for content and the approval for format of manuscript prior to this deadline before making final (perfect) copies to be submitted to the Graduate School. Submission of a completed manuscript after the deadline will render the student ineligible for receipt of the graduate degree for that particular semester.

### Binding

The Master's program and the DNP program require that two copies of the thesis or capstone project for the Madonna University Library be bound in a hard cover of plain black material. The student's full legal name, the title of the thesis/capstone project, and the year the degree was confirmed will be stamped in gold on the spine of the bound copies, from top to bottom. Responsibility for having copies bound will be assumed by the Graduate School upon confirmation of payment of the required fee, which must accompany the Intent to Submit and Present Research or Capstone Project Binding form. For an additional cost, students may submit additional personal copies for binding at this time.

### Microfilm

The thesis of each student receiving a graduate degree from Madonna University will be published by University Microfilms International (UMI). The publication requirement insures that findings gleaned from individual research projects receive maximum exposure within segments of the research community sharing similar interests. Responsibility for forwarding an unbound copy to UMI will be assumed by the Graduate School upon receipt of the thesis fee, which must accompany the Intent to Submit and Present Research form. (For an additional charge, UMI will act as the student's agent in securing a copyright if he or she so desires. (This is optional.)

MSBA Research Project/Thesis Presentation

The School of Business hosts a presentation of master's theses and research projects at a meeting held the last week of winter semester (April) each academic year. Guidelines are provided to each student prior to the occasion.

Hospice Research Presentation

MSHP students who complete a capstone project or thesis are asked to further promote awareness of hospice and palliative care practice, thus it is strongly recommended that the student offer an in-service to share the outcome and applicability/implications of the project in the hospice/palliative care or hospital setting where the project/thesis was completed. In addition, the student is invited to participate in the annual Research Symposium event hosted by the Madonna University Center for Research, and display study parameters and findings with implications, via poster board or related presentation medium, insuring interdepartmental dissemination of knowledge with faculty, students, and professionals in the field.

COMMON APA FORMAT ERRORS  
in  
MASTER'S MANUSCRIPTS

The following summarizes the most common APA Format errors found in Master's Manuscripts.

**Introduction** - this word is not used as a heading.

**Margins** - Left margin must be 1 ½ inches for thesis, 1 inch for project or practicum. The top, bottom, and right margins must be 1 inch. Do not justify the right margin. Do not adjust spacing between words to try to make all lines of equal length. Page numbers and running head may go in the margin.

**Spacing** - double space except . . .

. quadruple space after all chapter titles. Example:

CHAPTER TWO

(double space)

Literature Review

(quadruple space)

Text of Chapter Two begins.

- . quadruple space before and after all tables and figures.
- . Double space between references, but single space within reference.
- . Single-spacing can be used for table titles and headings.
- . Single-spacing can be used for long quotations (indented five spaces)

**That is.** . .spell out rather than use abbreviation for these two words. Use "i.e." only in parenthetical material.

**Dash** -- use two dashes before or after certain words.

**Data** were not was. Datum is singular.

**Tables** - Do not underline the word Table on the table. Do underline the title of the table and state title below the word "Table" and flush with left margin. A table must fit on one page. Be sure text of paper flows around the table. (Quadruple space before and after each table). Insert the tables as soon as you mention the specific table in the text. Use upper and lower case letters in table titles. Round figures to two decimal places unless more precise measurement is indicated. Use horizontal lines on tables not vertical lines.

**Paragraphing** - One sentence does not make a paragraph. Be sure there are several at least. Long sentences are difficult to read and understand.





**Hyphens** - No hyphenated words at end of line on right side.

**Appendixes** - Double space after word appendix and type title of each appendix centered and underlined in upper and lower case letters. Use the appendix title from your List of Appendixes. Shrink appendix material to fit within the margin or as closely as possible while still maintaining readability. Type page number on appendix. If unable to type "Appendix \_\_" at top of page, you may use a header page to indicate "Appendix \_\_" and Title.

**Reference List** - Double space after word Reference and begin first reference. Using APA style, indent the first line of each entry five to seven spaces. Put commas between all author's names. Study APA examples of reference format carefully. Only capitalize the first letter of the first word after the colon in the title if a complete sentence follows the colon.

Use a **comma** after journal title instead of a period.

Use italics for most **statistical terms**; e.g., *t* test, *F* statistic,  $n=32$ .

Many **prefixes** do not require hyphens; e.g., nonprofit. See Guide to Hyphenating Terms, Table 3.1, pg. 91.

**Space once** after all punctuation except internal periods in abbreviations or around colons in ratios.

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